

Online Testing System

Assessment Viewing Application User Guide

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Introduction to this User Guide


This user guide supports users of the Assessment Viewing Application (AVA). AVA is a component of the Online Testing System that allows authorized users to view the Interim Comprehensive Assessments (ICAs) and the Interim Assessment Blocks (IABs) for administrative or instructional purposes. AVA is only for viewing assessments and does not provide scores or answer keys. This introduction describes the contents of this document, and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide provides information about the following sections:

- [Logging in to AVA](#) explains how to access AVA.
- [Accessing Tests](#) explains how to select a test to review.
- [Understanding AVA](#) describes the layout of AVA.
- [General Test Rules and Navigation](#) explains how to navigate the test.

Table 1. Key Icons and Elements

Icon	Description
	Note: This symbol accompanies additional information or instructions of which users must take note.
Text	Bold text is used to indicate a link or button that is clickable.

Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the *System Requirements* document
- For information about student and user management see the *TIDE User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator User Guide*.

- For information about scoring hand-scored questions, see the *Teacher Hand Scoring System User Guide*.
- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the Montana Comprehensive Assessment System Portal (<http://MT.portal.airast.org>).

About Testing Policies and Procedures

This document describes the features and functions of the Assessment Viewing Application. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Test Administration Manual* available on the Montana Comprehensive Assessment System Portal (<http://MT.portal.airast.org>).

Section I. Logging in to AVA

Authorized users can access the Assessment Viewing Application via the MontCAS Portal.

1. Navigate to the MontCAS Portal (<http://MT.portal.airast.org>).
2. Select your user role.

Figure 1. User Cards



3. Select **AVA System**. The login page appears

Figure 2. AVA Card



4. Enter your email address and password.
5. Click **Secure Login**. The **Choose a Test Grade** page appears

Figure 3. Login Page

A login form with a light gray background. It contains two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom is a dark blue button with the text 'Secure Login' in white.

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary password and a login link for the MontCAS systems. To activate your account, you must log in within 7 days of receiving the email. You must update your password and set a security question.

- **If your first temporary password expired:**

Select **Click here to request one** on the login page to request a new temporary password. Enter your email address in the *Email Address* field. The MontCAS Help Desk will send you a new email with a new temporary password.

- **If you forgot your password:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. The MontCAS Help Desk will send you an email with a new temporary password.

- **If you did not receive an email containing a temporary password:**

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the MontCAS Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

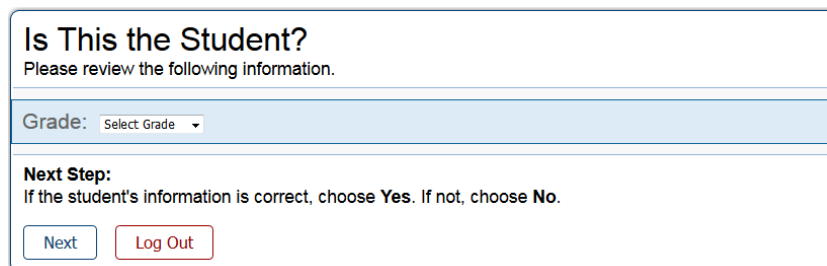
Section II. Accessing Tests

This section explains how to select tests to review in AVA.

Step 1 – Choosing a Test Grade

On the **Choose a Test Grade** page, you select the grade level of the test you wish to review.

Figure 4. Choose a Test Grade Page



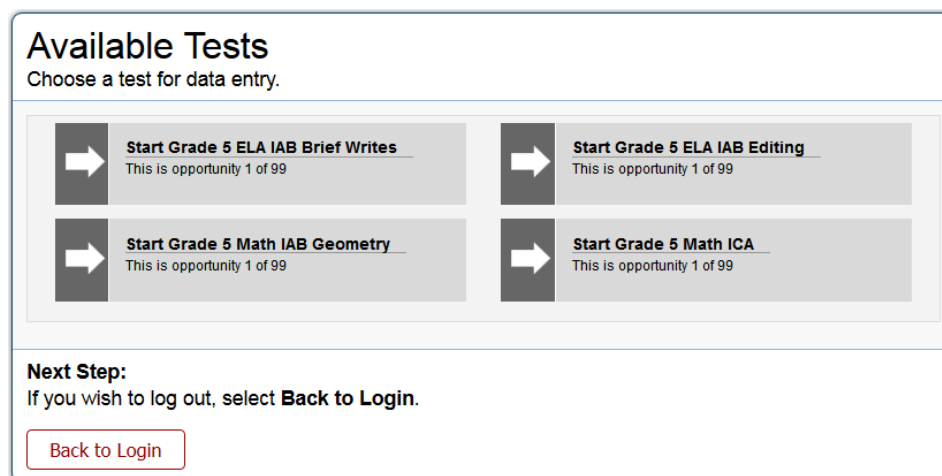
To select a grade:

1. From the **Student Grade Level** drop-down list, select the required grade level.
2. Click **Next**. The **Available Tests** page appears.

Step 2 – Selecting the Test

The **Available Tests** page displays the tests available for the selected grade level.

Figure 5. Available Tests Page



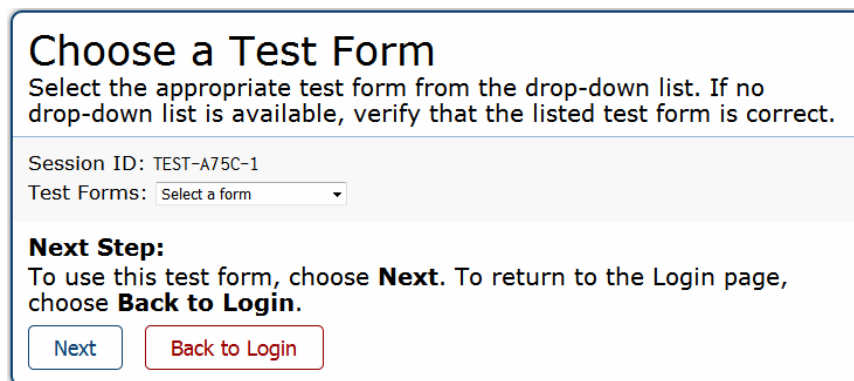
To select an available test:

- Click the required test name. The **Choose a Test Form** page for that test appears.

Step 3 – Choosing a Test Form

The **Choose a Test Form** page displays one or more test forms, as well as the session ID that automatically generates after you select a test.

Figure 6. Choose a Test Form Page



Choose a Test Form
Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: TEST-A75C-1
Test Forms:

Next Step:
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

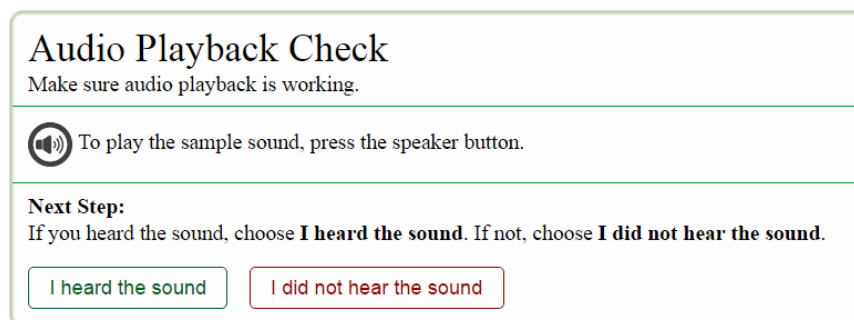
To select a test form:

1. If the *Test Forms* drop-down list is available, select the appropriate form. If the drop-down list is not available, verify that the correct test is listed in the *Test Forms* field.
2. Click **Next**. If the test includes audio content, the **Sound Check** page appears. If not, the first test page appears.


Step 4 – Audio Playback Check

1. The **Audio Playback Check** page allows you to verify the functionality of any audio content that the test may include. Be sure to unmute the speakers on your device, if necessary.

Figure 7. Audio Playback Check Page




Audio Playback Check
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

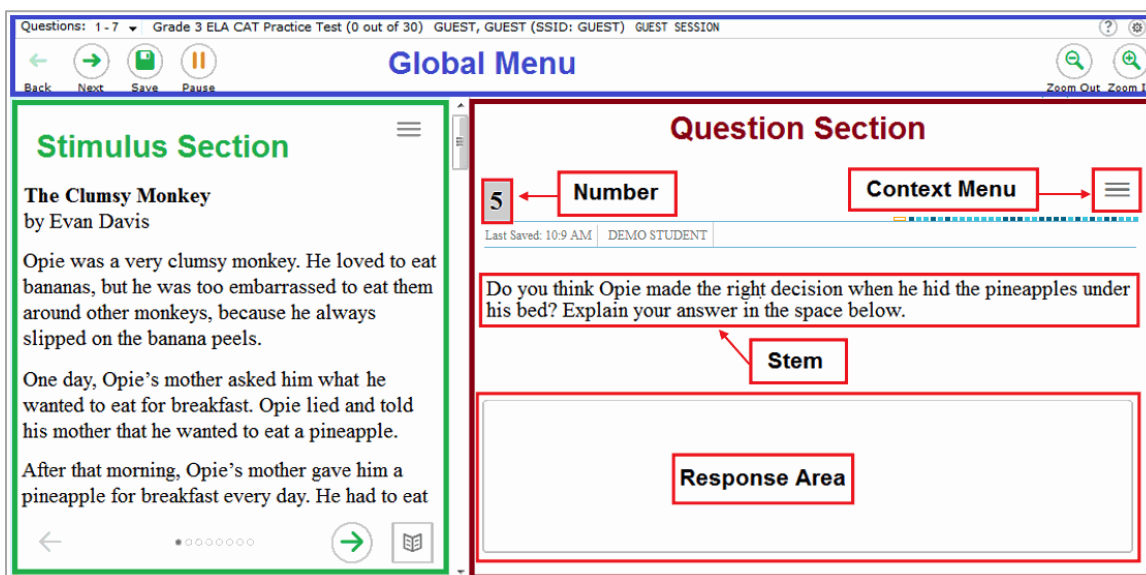
To perform the audio playback check:

1. Click  to play the sample audio.
2. If you hear the sample audio, click **I heard the sound**. The first test page appears. If you do not hear the sound, click **I did not hear the sound**, and consult the technology coordinator.


Section III. Understanding AVA

[Figure 8](#) displays a sample test page. Some pages may have only one question, and others may have multiple questions. Questions may also be associated with a stimulus, such as a reading passage or video.

Figure 8. Sample Test Page





Test Tools

AVA includes various on-screen tools. You can access these tools by clicking the buttons available in the *Global Menu* and *Stimulus* sections of the test page, or by selecting options from the context menus  that appear in the *Question* and *Stimulus* sections of the test page.

[Table 2](#) lists the tools available in the *Global Menu* section of the test page, while [Table 3](#) lists the tools available in the *Question* and *Stimulus* sections (context menu tools).

Table 2. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Notes 	To enter notes in an on-screen notepad, select Notes in the global menu.


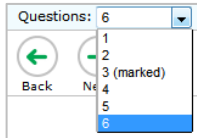













Tool Name	Instructions
	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .
	To quickly return to a specific question page, click the Questions drop-down list . Marked pages display (marked) in this list.
	The Back and Next navigation buttons in the upper-left allow movement between test pages.
	The Pause button pauses the test and logs you out of AVA.
	The Finished button appears at the end of the assessment. Click this button to end the test review process.
	To enter notes in an on-screen notepad, select Notes in the global menu.

Table 3. Question and Stimulus Tools

Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow  icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow  icon again.
Expand buttons	<p>You can expand the passage section or the question section for easier readability.</p> <ul style="list-style-type: none"> To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-right corner. To expand the question section, select the left arrow icon  below the global menu. To collapse the expanded question section, select the right arrow icon  in the upper-left corner.
Glossary (Word List)	To open the glossary, click a word or phrase that has a border around it.
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>

Tool Name	Instructions
Mark for Review	To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the upper-right corner and  appears next to the number. The Questions drop-down lists displays "(marked)" for the selected question.
Notepad	To enter notes for a question, select Notepad from the context menu. After entering a note,  appears next to the question number. You can only access your notes for a question on that question's test page.
Strikethrough	For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. There are two options for using this tool: <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> To activate Strikethrough mode, open the context menu and select Strikethrough. Select each answer option you wish to strike out. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: <ol style="list-style-type: none"> Right-click an answer option and select Strikethrough.
Tutorial	To view a short video demonstrating how to enter a response for a particular question type, select Tutorial from the context menu.

Section IV. General Test Rules and Navigation

This section describes how to navigate a test, pause a test, and complete a test review.

Responding to Questions

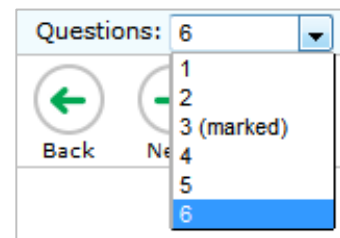
When viewing a test, you can practice responding to the test questions. You must respond to all the questions on a page before advancing to the next page. The responses you enter will not be scored when you complete the test review.

Navigating to Questions

You can navigate to questions page-by-page or jump directly to a question's test page.

- To navigate page-by-page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a test page, select the required question number from the **Questions** drop-down list.

Figure 9. Questions Drop-Down



Pausing Tests

You may click the pause button at any time; however, pausing the test **automatically logs you out of AVA**. To return to the test, you must log back in and select the required test again.

To pause the test:

1. Click **Pause** in the global menu. A confirmation message appears.
2. Click **Yes** to confirm that you want to pause the test.

Test Timeout

AVA automatically pauses the test and logs you out after 30 minutes of inactivity.



Note: Before AVA logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Finishing the Test Review

After viewing all the questions in a test, the **Finished** button appears in the global menu.

Figure 10. Finished Button in Global Menu



When you click **Finished**, a confirmation message appears, giving you two options:

- To complete the test, click **Yes**.
- To continue reviewing the test, click **No**.

Reviewing Marked Questions

The ***Want to review a question again?*** page gives you one more opportunity to review questions.

Figure 11. Want to Review a Question Again? Page

Want to review a question again?

If you wish to review any of the test questions again, please select a question number below.

Questions:

1	3	5	7	9	11	13	15
2	4	6	8	10	12	14	

Next Step:
When you are done reviewing test questions, select **I'm done here**.

[I'm done here](#)

To review questions again:

1. Click the question number you want to review. The test page for that question appears.
 - You can navigate the test as you did when initially entering responses. The navigation buttons are still available in the global menu.
 - To return to the ***Want to see a question again?*** page, click **Finished**.
2. To complete your review, click **I'm done here**.

Completing the Review and Logging Out

After reviewing the questions, AVA displays a final warning message asking if you are sure you are done. The warning message gives you two options:

- To return to the ***Want to see an item again?*** page, click **No**.
- To complete your review of the test, click **Yes**.

The ***Done Reviewing Test*** page appears when your test review is over.

Figure 12. Done Reviewing Test Page

Done Reviewing Test

You finished your review. You may view the test details below.

Test Reviewed As: (Student ID: GUEST)
Test Name: IAB - Math Grade 5 - Fractions
Data Entry Completed On: 7/29/2016

If you wish to review another test, you must log out and then log in again.

Next Step:
To log out, select **Log Out**.

[Log Out](#)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

- Click **Log Out**. The AVA login page appears. If you wish to review another assessment, you must log in again.

User Support

If this user guide does not answer your questions, please contact the MontCAS Help Desk.

<p>MontCAS Help Desk</p> <p>Customer Support Phone: 1-888-792-2741</p> <p>Customer Support Email: MontanaHelpDesk@measuredprogress.org</p>

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information